

## Sample SSM III Job Announcement with Supplemental Questionnaire

The sample job announcement pictured below makes use of a Supplemental Questionnaire and Cover Letter requirement. Under the job description use the following language:

*"In order to be considered for this position you must complete and submit a Supplemental Questionnaire and Cover Letter with your state application, both documents can be found below:"*

[Cover Letter](#)

[Supplemental Questionnaire](#)

Enter your email address to be notified when new **STAFF SERVICES MANAGER III** vacancies are posted.

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Notice: If you are not a current or former State employee, you must first take an examination to obtain list eligibility. This does not apply to Student Assistant vacancies. [Learn all about it.](#)

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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CORRECTIONS AND REHABILITATION, DEPARTMENT OF  
[There are 139 Open Exam Bulletin\(s\) listed for this department.](#)

Title: STAFF SERVICES MANAGER III  
Salary: \$6,779.00 - \$7,474.00  
Posted: 05/05/09

### Job Description:

In order to be considered for this position you must complete and submit a supplemental questionnaire and cover letter with your state application; both documents can be found below:

[Cover Letter](#)

[Supplemental Questionnaire](#)

### Duty Statement:

This position reports to the Deputy Director, Office of Business Services, in planning, organizing, directing and supervising contracts for the California Department of Corrections and Rehabilitation (CDCR).

The Staff Services Manager (SSM) III is responsible for the overall direction and administration of CDCR's institution contract programs on a statewide basis and performs the following duties:

25% Plans, oversees and has direct responsibility for all budgetary and personnel planning for the Branch; provides direct supervision and training of two SSM IIs, one Secretary; and indirectly supervises; eight SSM Is, 42.5 Staff Services/Associate Governmental Program Analysts, four Management Services Technicians, three support staff, and other temporary staff (as available).

20% Plans, organizes, directs and assigns contract projects and reviews work accomplishments based on departmentwide goals, objectives and priorities; identifies key issues, develops and compares alternatives, and selects and defines solutions necessary to implement new or revise existing contractual programs for statewide

implementation.

20% Oversees the administration of the Department's new prison and inmate day labor construction contracts let to offset "three strikes" legislation; provides final departmental review and approval of these contracts for compliance with the State Administrative Manual, Government Code, Penal Code, and the Public Contract Code; acts as Hearing Officer for substitution, responsibility, and penalty hearings conducted pursuant to Public Contract Code Section 4100 et seq., and responds to first level appeal in contract disputes.

15% Oversees coordination of audit findings into the overall development of the Department's highest dollar contracts to ensure adequate monitoring and control provisions exist in all contracts in order to improve the Department's ability to prevent misuse of State funds; represents the Department at court hearings regarding disputes and audit findings.

15% Meets with staff from various State agencies and appropriate persons from the private sector, as necessary, to resolve technical and procedural issues and/or negotiate settlements for contractual problems; responds to and confers with management from departmental control agencies (e.g., the Department of General Services) regarding complaints and problems; acts as a consultant to departmental management in all aspects of the Department's construction and service contract programs.

5% Prepares or directs the preparation of the most difficult and sensitive reports and correspondence for approval of the Deputy/Assistant Deputy Director and upper management to control agencies, the Legislature, and local governmental agencies.

\*\*\*FREE PARKING\*\*\*

**ALL HIRES ARE SUBJECT TO HIREING FREEZE AND/OR BUDGET APPROVAL**

**Additional Information:**

Working Title	Position Number
Supplemental Application	065 - 580 - 4802 - 003
Location	County
10000 Goethe Road	SACRAMENTO
Timebase	Tenure
Full Time	Permanent month(s)
Final Filing Date:	Department Link:
05/19/2009	None Specified
Contact Unit/Address	Contact Name/Phone
Institution Contracts Management Branch 10000 Goethe Road, Suite C-1 Sacramento CA 95827	Peggy Pope 916.255.6196 <a href="mailto:Peggy.Pope@cdcr.ca.gov">Peggy.Pope@cdcr.ca.gov</a>

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